

**State of Utah, Department of Technology Services
Solutions Delivery Transition Committee Charter**

Charter Name:

DTS Transition Committee- Solutions Delivery

Sponsor: Stephen Fletcher

Purpose/Scope: Develop recommendations for review, and final decision making by the CIO and Transition Team in the following areas:

- Identify and document processes and best practices to be implemented in DTS:
 - Project Management
 - o Standards
 - o Training
 - o Structure of PMO
 - o Project client reporting
 - Systems Engineering
 - o Tools investigation & development
 - o Application Development knowledge transfer
 - o Environments
 - o Environments security
 - o Product / tool standards
 - o Deployment processes
 - Application Development and Maintenance
 - o Standards – coding, naming, data, etc.
 - o System development life cycle
 - o Client steering committees
 - o Request for services process
 - o Application security
 - o Quality assurance
 - o Architecture
 - o COTS SW
 - o Client reporting
 - o Problem tracking
 - o Change control / release management
 - Configuration Management
 - o Version management
 - o Environments management (Dev, test, UAT, etc.)
 - o Source code management
 - SD related employee processes
 - o Skills needed
 - o Training needed
 - o Development plans
 - o Performance management strategy
 - o Delivery management

...To meet the following objectives:

- Provide same or better service at the same or lower cost
- Transparent transition to DTS
- Efficient use of DTS resources to enable customers to effectively meet business objectives
- Strengthen Customer Relationships
- Maintain Alignment of DTS and Business Priorities
- Outside of scope items and transition team responsible
 - Records Management policies – Policy/Planning Transition Team
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Membership: Will consist of:

- DHC- Greg Mead
- CIO Office- Randy Hughes
- Tax- Mary Ann Erickson
- UDOT- Michelle Verucchi
- ITS – Kerry Huntington
- DWS- Will Turley
- UDC- Glen Stohel
- DOH- Dennis Tingey
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Formal Sub-Committee: As Needed

Background: Six Transition Teams have been formed by the CIO's Office to facilitate a smooth transition of IT functions and resources from the agencies to DTS. This Committee is one of those teams.

Authority – Scope of Decision Making: The Team will present recommendations in each of the areas identified in the purpose statement to the Transition Committee and CIO.

Deliverables / Reporting Requirements:

Recommendations in the following:

- New processes and modifications to existing processes
- New policies and modifications to existing policies
- List of current problems, potential problems/risks/impacts, and solutions
- Implementation strategy including prioritized steps, training, resource, and communication needs
- Resource needs
- Performance metrics
- Short and long term priorities

First deliverables by: 1/15/06

Second deliverables will be provided to the CIO's Office by: 4/15/06

Third deliverables will be provided to the CIO's Office by: 7/1/06

Fourth deliverables will be provided to the CIO's Office by: 12/31/06

Ongoing deliverables will continue beyond 12/31/06

Special Provisions: Team Members need to have their agency's support to prioritize the tasks assigned to the team members.

Approach:

- 1) Identify and recruit a sub-group of existing personnel for committee membership consisting of subject matter experts, stakeholders, and customers
- 2) Review Statewide, and external best practices, to determine new, or adjustments to, existing processes within policy
- 3) Identify and review development tools and products used by state agencies
- 4) Identify de-facto standards for development environments
- 5) Establish development standards criteria, establish a conversion and training plan
- 6) Define and document new/adjusted process, and standards
- 7) Identify resources required to achieve new/adjusted standards
- 8) Build and present a business case and recommendation to the CIO (or defined business leader)
- 9) Finalize processes, standards, procedure, and make necessary acquisitions
- 10) Communicate new direction to customer and staff then implement new processes using chosen systems
- 11) Retrain/redeploy to meet requirements
- 12) Identify and measure operating efficiencies against initial base-line environment for reporting

Tenure: This is a temporary Team, which will disband once the purpose has been fulfilled.